

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide

RESIDENTIAL CARE FACILITY FOR THE ELDERLY STAFF RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM RESIDENTIAL CARE FOR THE ELDERLY STAFF RECORDS

This tool is designed to assist facility operators to perform periodic self-assessments of their staff records. It includes the most commonly required staff records. It is not an exhaustive list of all staff records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.***

R = Reviewed

U = Updated

N/A = Not Applicable

Staff Name:_____ Position:_____

Review Date								Expires/ Updates Due
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Personnel Record LIC 501								
Health Screening/TB Test LIC 503								
40-Hour Administrator's Certificate								
Criminal Record Statement LIC 508								
First Aid Card								
Verification of Education/Experience								
Fingerprint Clearance (DOJ/FBI)								
Driver's License or DMV Printout								
Documentation of Training								
Abuse Training								
Abuse Reporting Requirements Form SOC 341 A								

Personnel Record (LIC 501):

Due Date: Prior to employment.
Updates Due: None.

Health Screening and TB Test (LIC 503):

Due Date: Within 7 days of employment.
Updates Due: When there is a change in employee health that affects his/her ability to perform duties.

40-Hour Administrator's Certificate:

Due Date: Prior to becoming an administrator.
Updates Due: Renewed before certificate expires.

Criminal Record Statement (LIC 508):

Due Date: Prior to employment, residence or initial presence in the facility for all persons 18 years of age or older.
Updates Due: None.

First Aid Card:

Due Date: Prior to employment.
Updates Due: Expiration date on card.

Verification of Education/Experience:

Due Date: Prior to employment.
Updates Due: None.

Fingerprint (DOJ/FBI) Clearance:

Due Date: Submitted to the Department of Justice prior to employment, residence or initial presence in the facility for all persons 18 years of age or older.
Updates Due: None.

Driver's License or DMV Printout:

Due Date: Prior to transporting clients.
Updates Due: When license expires.

Documentation of Training:

Due Date: Upon completion of training.
Updates Due: When new training is received.

Abuse Training:

Due Date: Within 60 days of employment.
Updates Due: None.

Abuse Reporting Requirements Form (SOC 341A):

Due Date: At time of employment.
Updates Due: None.